

**BOARD OF DEPARTMENTAL EXAMINATION**  
DEPARTMENTAL EXAMINATION FOR OTHER GAZETTED (NON- TECHNICAL) OFFICERS.

**APRIL, 2014**

PAPER: 4 S.A.D.

**TIME ALLOWED: 3 HOURS**

**MAXIMUM MARKS: 100**

**Notes:** Attempt both the questions.

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Q. No. 1 **Prepare Cabinet Memorandum for consideration of Council of Ministers from the following facts:-**

The Himachal Pradesh Institute of Public Administration, popularly known as HIPA, was established on January 1, 1974 at 'FAIRLAWNS', a place about 12 kms. from Shimla on the Mashobara road. The Institute is located in a building with a historical past. The building having serene and picturesque surroundings with well laid out spacious and luxuriant lawns was originally got constructed by Mr. R. Dixon of the foreign office of British India. Later, it was purchased by Nawab Muzaffar Ali Khan Quizzalbash of Malerkotla. On his migration to Pakistan in 1947 the property came to the Government of Punjab State, which converted it into a Circuit House. At the time of re-organization of States in November, 1966 the property was transferred to Himachal Pradesh government, which subsequently selected it for setting up the Institute.

Over time, this Institute, which virtually began from a scratch, has bloomed into a full-fledged training institution having all the facilities that an Institute of this nature is expected to have.

Institute aims at inculcating a sense of purpose, greater dedication and appropriate skills among the officers and officials of the state government in the discharge of their duties and responsibilities. The Vision statement of the Institute summarizes this succinctly and guides the Institute all the time towards this objective. The main activities of the Institute are:-

1. Conducting training programs, conferences, seminars and workshops.
2. Undertake, promote and coordinate research.

The Institute has also been designated as the training institution for a number of other cadre/services. The prominent among which are:



- STATE ADMINISTRATIVE TRAINING INSTITUTE
- STATE INSTITUTE OF RURAL DEVELOPMENT
- TRAINING CENTRE FOR NATURAL DISASTER MANAGEMENT
- TRAINING FOR THE SUBORDINATE ACCOUNT SERVICES (SAS)

In addition the Institute organizes the following training programs for the IAS officers allocated to the Himachal Pradesh cadre and to the State Administrative Service Officers and other Gazetted Officers of the State Government:

- Foundational Course
- Professional Course
- Induction training for Promotee Officers
- In-Service Training to all officers of the State

The STATE INSTITUTE OF RURAL DEVELOPMENT (SIRD), HP was established in 1985 at the Institute campus under a centrally sponsored scheme and is financed on 50:50 basis by the Government of India and State Government for conducting the following activities:

- To conduct short term and long term training programs for the officials and non-officials engaged in Rural Development and Administration;
- To organize seminars, conferences and workshops for experts, academicians, administrators, researchers and non-officials on various rural development concerns;
- To undertake action oriented research on various issues concerning Rural Development and to prepare case studies as an input for the training

The Natural Disaster Management Division of the Ministry of Home Affairs, Government of India has a Scheme of National Disaster Management Programme. One of the components of the scheme is to assist the State Governments in strengthening the existing training facilities in the area of Disaster Management and Preparedness. TRAINING CENTRE FOR INFORMATION TECHNOLOGY is also functioning.

HIPA also functions as the Training Institute for the Treasury and Accounts Organization of the State government. The Induction training of the selected candidates is comprised of two parts (SAS-Part-I & SAS-Part-II) and is completed in a period of 1 year with examinations conducted at the end of both phases by the HPPSC.

The HP Institute of Public Administration has also established 2 Regional Training Centers at Dharamshala and Mandi, which are the 2 Divisional headquarters,



besides Shimla to provide in- service training to the class-III and IV officials, working in various departments of the State Government.

As per the approved fleet, the Institute has its 2 (Two) own buses and 5 (five) light vehicles (including two attached vehicles) to bring participants & guests from the City. Institute buses ply between Shimla and Institute in the morning and evening regularly. Other trips are made as per requirement. Institute hires extra vehicles as and when the need arises. One of the above vehicles which is attached with the Director purchased in the year 2005 has covered more than maximum mileage and after the expenditure on its repairs had crossed its actual price and the same has been declared unserviceable in December, 2013 by the Committee constituted for the purpose. The proposal to purchase one new vehicle in replacement was sent to the Finance Department who had concurred in the proposal as under:-

“The Finance Department agrees to the proposal to purchase one Maruti Suzuki SX4 in replacement of Ambassador Car No. XXXX for the use by HIPA subject to the condition that the Department shall meet the expenditure out of their sanctioned budget for the year 2013-14. The Department shall obtain the approval of the Council of Ministers before purchasing the vehicle”.

Budget is available with the department under Major Head “2070- Other Administrative Services, 003-Training, 03-H.P. Institute of Public Administration, 30-Motor Vehicles (Plan). (50)

**Q. No. 2 Attempt the following:-**

Increment is an increase in pay for each year on a particular date to all the Government Employees. This is annual increase in pay ordinarily be drawn as a matter of course from 1<sup>st</sup> of the month in which it falls due after full incremental period i.e. one year, except when it is withheld as a statutory punishment under Fundamental Rule (FR) 24 and 26. The following periods count for increments under FR. 26:-

- (1) All periods of duty, Service in another posts.
- (2) All kinds of leave other than E.O.L. granted On Medical Certificate, Other than on Medical Certificate but due to the inability of the Government servant to join duty on account of civil commotion and for prosecuting technical and scientific studies.
- (3) Deputation out of India, Foreign Service, Joining Time & Period of training before appointment on stipend or otherwise.



All Government employees are getting annual increments after full incremental period i.e. 12 months except in the cases of non qualifying periods, leave on the date of increment etc. There are some cases where an employee completes 12 months full incremental period but is not able to get annual increment. The following are some situations where these are not being allowed as per existing rules:-

- In respect of Himachal Pradesh Government Employees FR 56 provides that Every Government Servant shall retire from service on the afternoon of the last day of the month in which he attains the age of 58 years (60 years for Central Government Employees). Where such employee completes 12 months on the day of his retirement he is not eligible to get the increment as per the existing rules.
- FR 56 further provides that a Government Servant whose date of birth is the first of a month shall retire from service on the afternoon of the last working day of the preceding month in which he attains the age of 58 years (60 in case of Central Government). Such type of employees are the most looser lot as they are not only getting less qualifying service of one month but less monthly pension/Family pension and other pensionary benefits due to non earning of annual increment.

The 6<sup>th</sup> Central Pay Commission has solved the problem to certain extent as in the case of all Central Government employees, there is a uniform date of increment, i.e. 1st of July of every year. Government servants, completing six months and above in the revised pay structure as on 1st of July are eligible to be granted the increment and thereafter on 1<sup>st</sup> July every year. But these provisions are not applicable to the Himachal Pradesh Government Employees. In this case only such Central Government employees who are born on 1<sup>st</sup> July are not getting increment as they are retiring on 30<sup>th</sup> June. Various Staff Organizations are pressing hard to remove the above hardships to some of the employees of state Government.

**Put up self contained comprehensive note in this regard to the authorities with full justification under the rules, instructions and procedures of the Government of Himachal Pradesh for decision.**

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